

**Catawba County Board of Health
Minutes
November 12, 2018**

The Catawba County Board of Health met on Monday, November 12, 2018 at 7:00 pm at Catawba County Public Health, 3070 11th Ave Dr SE, Hickory, NC 28602 in the Boardroom.

Members Present: Dr. David C. Hamilton, Jr, Chair
Dr. Matthew Davis, Vice-Chair
Mr. Dan Hunsucker, County Commissioner
Ms. Gloria Costin
Mr. John H. Dollar
Mr. Brian Potocki
Mr. William Pitts
Ms. Susan Knowles
Dr. Gale Hamilton-Brandon

Members Absent: Dr. Dana H. Greene

Staff present: Mr. Doug Urland, Health Director
Ms. Megen McBride, Environmental Health Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Sarah Rhodes, Clinical Services Nurse Supervisor
Mr. Jason Williams, Operations Administrator
Mr. Zack King, Public Health Strategist
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator
Ms. Emily Killian, Community Engagement Specialist
Ms. Debra A. Young, Administrative Assistant II

Guests: Ms. Kacee Hamlet, Public Health Nurse
Ms. Tania Harper, Quality Improvement Coordinator

CALL TO ORDER

Dr. David Hamilton, Jr., Chair, called the meeting of the Catawba County Public Health Board to order at 7:00pm. He welcomed Board members, Public Health managers, and staff.

APPROVAL OF THE AGENDA

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr. Hamilton asked if there were any changes to the agenda and upon hearing none, he asked for approval of the agenda. Mr. William Pitts made a motion to accept the agenda as presented and Mr. John Dollar seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for October 08, 2018, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. There being no corrections, Ms. Gloria Costin made a motion to accept the minutes as presented and Mr. William Pitts seconded the motion. The October minutes were unanimously approved.

PUBLIC COMMENTS

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra A. Young, Administrative Assistant II, stated that no one had presented to speak.

COUNTY COMMISSIONER'S COMMENTS

Mr. Dan Hunsucker, County Commissioner, stated that the Board of Commissioners (BOC) met on November 5th.

- Proud that unemployment rate is down to 3%
- Trivium Business Park on Startown Road is beginning to build out.
- Flu season is upon us – remember to get your flu shot

NEW EMPLOYEES

Mr. Jason Williams, Operations Administrator, stated that there is one new employee to introduce to the Board this month.

Ms. Kacee Hamlett, Public Health Nurse, will be working in the Communicable Disease program area. Ms. Hamlett comes to Public Health from Catawba Pediatrics where she served as a Child and Adolescence Registered Nurse and Clinical Coordinator.

FIRST QUARTER FINANCIAL REPORT

Mr. Jason Williams, Operations Administrator, reported on financial information for the first quarter of fiscal year 2018-19 (July-September). With an annual budget of \$8,943,825, the first quarter expenses and revenues should be at or near 25%. Both are tracking around 19.5% - currently under budget. County share, the balancing revenue each month, is tracking at 9.4%. With county share taken out, the revenue equation puts revenues tracking at 12.7%.

Notable revenue points include:

- Agreement Addendum – usually paid at the beginning of each quarter.
- State grants – paid to Public Health as expenses are reported each month to the State.
- School Nurse Funds - CVMC School Nurse support was received in full in the first quarter. State funds and County Schools will be billed. The last revenue source to be billed will be County Share, which will most likely support the last quarter of the fiscal year.
- Medicaid Revenue and Fees – several fees are tracking behind schedule but this may be due to a revised process in clinic. A new Quality Improvement project has been implemented to look at these issues.
 - Debt set-off letters were mailed out within the last month. Those payments are starting to come in.
- Environmental Health Fees – tracking a percentage ahead of budget. Revenue collected is up 25.64% compared with first quarter 2017-18.
- Medicaid Escrow – Awaiting final 10% payments for FY 14/15, FY 15/16 and FY 16/17. FY 17/18 is currently being processed and will be submitted for cost report completion.
- Private Grants and Donations –
 - Susan G Komen grant was in the current budget but Public Health did not receive any grant funding again this year. Public Health did receive a grant from United Way this fiscal year.

- Duke Endowment – funds are received in January and remaining funds are brought in as needed. Funds are reported in fiscal year.

Notable expense points include:

- First Quarter is \$489,362 under budget
- Personnel funding – Tracking at 19.2% for the first quarter
- Operations funding – Tracking at 21.0% for the first quarter
- Some budget line items, such as employee training, are tracking below budget as most trainings are attended in the fall and spring.
- Healthy People Implementation line item – uses prior year funding from Duke Endowment grant. These funds will move around to cover staffing expenses.

The PowerPoint presentation is attached to the Minutes.

GRANT FUNDING REPORT

An infographic was included in the Board packet and Mr. Williams noted that the FY 2018-19 grant revenue to Public Health is \$2,352,532. The areas that grants are received from are Federal, State, Federal/State combined and local/partner organizations.

The Grant Support Infographic is attached to the Minutes.

COMMUNITY HEALTH ASSESSMENT (CHA) KICKOFF

Mr. Zack King, Public Health Strategist, updated the Board regarding the Community Health Assessment (CHA) kickoff that was held recently. There were about 40 community members, from various agencies, in attendance including Dr. Dana Greene, whom represented the Board of Health on the CHA committee. The CHA will be completed in 2019 rather than in 2020 as it is moving to a 3-year cycle.

Some notable components are:

- Community engagement and action planning – Who are we as a county? Who do we want to be? How do we get there? If you are ever asked about the CHA – this statement is it.
- Key findings from 2015 – 3/4/54 – 3 behaviors, 4 diseases, 54% of deaths. These key findings turned into Public Health’s health priorities for the past few years.
- Health outcomes – looking outside the box - most health issues happen outside of the care of health providers.
- Health priorities are everyone’s concern not just public health and/or LiveWell Catawba.
- Strengthening partnerships – having shared leadership roles
- Healthcare systems – Both local hospitals are becoming more vested in the community health assessment
- Shared leadership – community leadership building
- Strengthening the data – looking at local data – how do we strengthen our collection of local data
- The CHA will transition into the Public Health Strategic Plan as well

If the Board has any recommendations of other community members/agencies that should be included, please forward that information to Mr. King.

The presentation is attached to these Minutes.

PERTUSSIS UPDATE

Ms. Sarah Rhodes, Clinical Services Nurse Supervisor, updated the Board regarding Pertussis (also known as Whooping Cough). Ms. Rhodes stated that many people think pertussis no longer exists in our area, but it does. Pertussis is vaccine preventable and the vaccine is very effective.

Pertussis symptoms usually develop within 5-10 days after exposure, beginning with mild cold-like symptoms. After a week or two, it can lead to more serious problems. Babies may experience apnea – respiratory distress.

Whooping cough – the ‘whoop’ is the person gasping for breath. The gasping makes a high-pitched sound. The cough can last for 3 months after treatment.

In Catawba County (January 2018 to present) there were five confirmed cases of Pertussis reported and three probable Pertussis cases reported.

Ms. Rhodes stated that cases of Pertussis have been increasing over the past several years. It was found that the initial vaccine was starting to wane. This is when the 11-12-year-old ‘booster’ shot was added to the vaccination schedule.

The PowerPoint slides are attached to the Minutes.

QUALITY IMPROVEMENT (QI) PROJECT UPDATE

Ms. Tania Harper, Quality Improvement Coordinator, shared the Quality Improvement (QI) concepts with the Board. Quality Improvement is meant to build a culture of quality at Public Health and to build an agency where people are not afraid of change but welcome it.

Quality Improvement can be applied to any area of any program – The QI team is working to embed quality improvement so it becomes second nature throughout all of Public Health. Quality Improvement is also part of new employee orientation and part of Public Health’s annual Day of Training.

Ms. Harper noted that ideas are best when they come from those that are actually doing the work. The team is currently working on buy-in and ownership from all staff.

The PowerPoint presentation is attached to the Minutes.

HEALTH DIRECTOR’S REPORT

Mr. Doug Urland, Health Director, stated he had a few additional brief comments to report:

- No report
- Will have a Medicaid 1115 waiver update next month.

- Monthly infographics are included in Board packet.

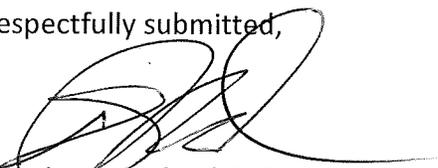
OTHER BUSINESS

Dr. Hamilton reminded the Board that there would be a holiday reception prior to the December 10th Board meeting. The reception will be at 6:30pm in the Public Health Boardroom and the Board meeting will start at 7:00pm.

ADJOURNMENT

There being no further business, Dr. Hamilton asked for a motion to adjourn. Mr. Hunsucker so moved, Mr. Pitts seconded the motion, and Dr. Hamilton adjourned the meeting at 8:34 pm.

Respectfully submitted,



Douglas W. Urland, MPA
Health Director

DWU: day